



INFOCUS COURSEWARE

# ICTICT201 Use Computer Operating Systems and Hardware

Microsoft Windows 8.1



Product Code: INF1192

ISBN: 978-1-925349-50-4

## ❖ General Description

The skills acquired in ICTICT201 Use Computer Operating Systems and Hardware will enable you to select, configure and use computer operating systems and basic computer hardware, including configuring the operating system to work with a variety of hardware peripherals and types of information and communications technology (ICT) equipment.

## ❖ Learning Outcomes

At the completion of this course you should be able to:

- understand some of the wider implications of working with computers
- explain the various hardware components of the computer
- understand the various types of software
- work with the basic components of the **Windows 8.1** interface
- work with **Windows Store** apps
- work with desktop windows
- use **Windows** to install, update and uninstall programs
- understand data storage and navigate your computer's drives, folders and files
- navigate the folder hierarchy and work with folders
- manage files on your computer
- understand the purpose and function of libraries, and how to manage libraries
- work with the **Recycle Bin** to manage deleted items
- work with **Favourites** and shortcuts in **File Explorer**
- personalise the new user interface
- manage your printer and printing tasks in **Windows**
- use several features to optimise the **Windows** operating system
- manage user accounts
- work with **Windows** security features
- back up and restore data
- access the command line interface in **Windows**

## ❖ Prerequisites

ICTICT201 Use Computer Operating Systems and Hardware assumes little or no knowledge of Microsoft Windows 8.1.

## ❖ Topic Sheets

199 topics

## ❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

## ❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

## ❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at [www.watsoniapublishing.com](http://www.watsoniapublishing.com).

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## Contents

### Healthy Computing

- Work Health and Safety
- Performing a Computer Risk Assessment
- Setting Up an Ergonomic Workstation
- Activity - Ergonomic Workstations
- Breaks and Exercises
- Research - Breaks and Exercises
- Ensuring a Healthy Work Environment
- Research - Healthy Work Environment
- Specifications and Standards

### Computer Hardware

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- The Central Processing Unit
- Computer Speed
- Computer RAM
- Computer ROM
- External Hardware Components
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- Input Devices
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- Device Connections
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- Types of Software
- Software Versions
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- Command Line Operating Systems
- Graphical User Interface
- Activity - Software

### Starting Off With Windows 8

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- Turning on the Computer
- Signing in to Windows

- The Desktop
- The Start Screen
- The Apps View
- The Taskbar
- The App Switcher
- The App Bar
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- Shutting Down Your Computer

### Working With Windows Apps

- Displaying the Start Screen
- Starting Windows Apps From the Start Screen
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- Displaying the Desktop
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- The Anatomy of a Desktop Window
- Expanding and Minimising the Ribbon
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- Accessing the Backstage View
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- Moving a Window on the Desktop
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- Snapping Two Desktop Programs Side by Side
- Shaking Down Windows
- Scrolling in a Window
- Closing Desktop Programs
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### Working With Programs

- Viewing Installed Programs

- Dealing With Non Responding Programs
- Installing a Program
- What Happens During Installation
- Uninstalling a Program
- Keeping Programs Updated

### Data Storage on Your Computer

- Understanding Data Storage in Windows
- Understanding File Explorer
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- Viewing Storage Devices Using File Explorer
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### Working With Folders

- Understanding Folder Hierarchy
- Navigating the Folder Hierarchy
- Understanding Personal Folders
- Accessing Your Personal Folders
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### Working With Files

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- Exploring Files in Windows
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- Setting Files as Read Only
- Deleting Files
- Deleting Folders With Files
- Common File Types

### Working With Libraries

- Understanding Libraries
- Displaying Libraries
- Exploring Your Libraries



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- Creating Folders in a Library
- Creating a Library
- Adding Folders to a Library
- Changing Library Views
- Deleting Folders From a Library
- Deleting a Library

## The Recycle Bin

- Understanding the Recycle Bin
- Creating Some Sample Files
- Sending Files to the Recycle Bin
- Restoring Files From the Recycle Bin
- Emptying the Recycle Bin

## Favourite Locations in Windows

- Understanding Favourite Locations
- Adding a Location to Favourites
- Removing a Location From Favourites
- Restoring Default Favourites
- Hiding Favourites

## Personalising the User Interface

- Adding Tiles to the Start Screen
- Moving Tiles on the Start Screen
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- Removing Tiles From the Start Screen
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## Printing

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- Viewing Available Printers
- Installing a USB Printer
- Setting the Default Printer
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- Managing the Print Queue
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## Optimising Windows

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- Checking Hardware Devices

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- Performing a Disk Cleanup
- Understanding Power Options
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## User Accounts

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- Controlling User Accounts
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## Security and Protection

- Understanding Computer Security
- Checking the Action Centre
- Checking Windows Firewall Settings
- Checking Malware Protection Settings
- Checking Windows Update Settings

## Backing Up and Restoring Data

- Understanding Backup and Restore Options
- Preparing Files for Backup
- Setting Up File History
- Performing a Manual Backup
- Restoring Files From a Backup

## The Command Line Interface

- Understanding the Command Line Interface
- The DIR Command
- The CD Command
- Redirecting Output
- The CHKDSK Command



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## Unit Mapping

This unit describes the skills and knowledge required to select, configure and use computer operating systems and basic computer hardware, including configuring the operating system to work with a variety of hardware peripherals and types of information and communications technology (ICT) equipment.

	Performance Criteria	Location
<b>1</b>	<b>Identify operating system and hardware components</b>	
1.1	Determine ICT organisational requirements and specifications	Chapter 1: Healthy Computing, Chapter 18: Security and Protection, Chapter 19: Backing Up and Restoring Data
1.2	Identify and select the operating system	Chapter 3: Software
1.3	Identify appropriate external hardware components	Chapter 2: Computer Hardware
1.4	Identify internal hardware components	Chapter 2: Computer Hardware
<b>2</b>	<b>Install and configure operating system and application software with hardware components</b>	
2.1	Install and configure the operating system to meet organisational requirements	Chapter 3: Software, Chapter 14: Personalising the User Interface, Chapter 17: User Accounts
2.2	Identify functions associated with the operating system and associated boot process	Chapter 3: Software, Chapter 4: Starting Off With Windows 8
2.3	Configure power management settings to minimise power consumption, as an environmentally sustainable measure	Chapter 16: Optimising Windows
2.4	Use both the graphical user interface and the command line interface to perform basic tasks	Chapter 5: Working With Windows Apps, Chapter 6: Looking at Desktop Windows, Chapter 8: Data Storage on Your Computer, Chapter 9: Working With Folders, Chapter 10: Working With Files, Chapter 11: Working With Libraries, Chapter 12: The Recycle Bin, Chapter 13: Favourite Locations in Windows, Chapter 15: Printing, Chapter 20: The Command Line Interface
2.5	Install or upgrade application software onto the operating system and hardware configuration	Chapter 7: Working With Programs
2.6	Determine the relationship between an application program, the operating system and hardware	Chapter 2: Computer Hardware, Chapter 3: Software, Chapter 7: Working With Programs
2.7	Identify general differences between the different computer platforms and their respective operating systems	Chapter 3: Software
<b>3</b>	<b>Optimise operating system and hardware components</b>	
3.1	Optimise operating system, using included tools or third-party utilities	Chapter 16: Optimising Windows, Chapter 19: Backing Up and Restoring Data
3.2	Customise the graphical user interface	Chapter 11: Working With Libraries, Chapter 13: Favourite Locations in Windows, Chapter 14: Personalising the User Interface, Chapter 16: Optimising Windows
3.3	Use techniques unique to the command line interface	Chapter 20: The Command Line Interface
3.4	Set up and configure external hardware components and check functionality	Chapter 15: Printing
3.5	Install drivers as appropriate and check functionality	Chapter 15: Printing

